

CINCINNATI POLICE DEPARTMENT

FALSE ALARM REDUCTION UNIT

Instructions for Completing the Residential Security Alarm Registration Form

Complete *all* sections of the form. The form may be submitted by U S Mail or by Facsimile (Fax) at 513-352-1445. Email registrations are not accepted.

Address Where Alarm Is Located: Enter the complete address and Zip Code of the location of the alarm system. This is the address where Cincinnati Police Officers would respond.

Person Living At Alarm Address: Enter the complete name and telephone number of the person living at the address of the alarm location.

Responsible Party – Address Will Be Used for Letters and Statements: Enter the complete name and address of the person or business representative responsible for the alarm system. This person would be responsible for payment of any fines or fees. If the responsible party is the same as the person living at the alarm address, you may enter the word "same" as the responsible party.

Contact Person 1: Enter the name of the primary person to be contacted in the event of an alarm activation. Include the individual's name and telephone 2 numbers where that person may be reached.

Contact Person 2: Enter the name and telephone number(s) of the back up person to contact in the event that contact person 1 is not available. (relative, neighbor, etc.)

What is the Name and Address of Your Current Alarm Company: Enter the complete name, address and telephone number of the alarm company which bills you for alarm services.

Installation Date: Enter the date the security alarm system was first placed in service, if after July 15, 2003.

The person listed as the Responsible Party must sign and date the form. An unsigned form will not be accepted as a valid registration. Return a completed copy to the FARU. Keep a copy for your records.

Civil monetary penalties will be assessed for all false alarms recorded from an unregistered security alarm system. The fine for the first false alarm from an unregistered system is \$100.00. For all subsequent false alarm activations from an unregistered security alarm system, the fine is \$800.00 per activation until the system becomes registered.